

*** approved at 9/8/05 mtg.**

DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY BOARD MEETING

August 4, 2005

1. Roll Call

The meeting to order at 9:00 a.m. Directors present included Evan Granoff, Robert Gagliardi, Christopher Placco, Maria Ruggieri and Stanley Weiss. Directors Richard Lappin, Joseph Paolino Sr. and Judith Cullen were absent. Ex-officio Directors present included Diana Burdett, Joseph DiBattista, Joshua Miller and Jerry Sansiveri.

Providence Foundation staff present included Daniel Baudouin, Executive Director, and Joelle Crane, Program Manager. Also present were Urban Place Consulting employees Steve Gibson, and Frank LaTorre, Director of Public Space.

Others present were: Janet Raymond and John Macliver.

2. Approval of Minutes of the July 7, 2005 Meeting

A motion was made by Director Placco to approve the minutes of the July 7, 2005 meeting. The motion was seconded by Director Weiss and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

3. Finance/Office Management

Steve Gibson, Urban Place Consulting, prepared the financial report for the month of July, but did not have the budget figures for comparison purposes. Before Office Manager Vivianne Rico left, Urban Place employees worked with her to create a step-by-step manual of her daily activities. Urban Place staff will conduct more interviews for her replacement, and will fill in at the office and assist with training.

The balance report shows \$334,000 in assets, as many property owners have already submitted their payments. \$160,000 in unrestricted retained earnings has been carried over from last year.

By the next Board meeting, Steve Gibson will have a report showing which owners have paid, and those who are delinquent. \$228,000 has already been collected for the first quarter of FY 2006, and additional checks are coming in on a daily basis.

The Board discussed conducting an audit through June 2005, rather than waiting until June 2006. The DID will send requests for proposals to 3 or 4 local accounting firms for audits to be completed for the next 4 fiscal years ending June 30, 2008. All Board members are invited to recommend names of firms, and Stanley Weiss will review the list.

Chairman Granoff made a recommendation to put out to bid audit work for four terms. Director Ruggieri motioned to approve this recommendation. The motion was seconded by Director Placco, and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

Regarding the expenses for public space management, Steve Gibson explained that Block-By-Block's bill was split into two categories for safety and maintenance. \$30,000 of that is an accrual, including \$20,000 for safety. Most of the public space management expenses are for labor, and Frank Zammarelli's salary is categorized in Public Space Management. Some of Urban Place's consulting fees are in

that category as well.

In the future, Evan Granoff requested a separate line item for the budget and variance. Stanley Weiss also wants to see annualized numbers in the right column, in order to compare monthly figures from year to year. Steve Gibson explained that once a new office manager is hired, he will be able to provide those figures. Bob Gagliardi requested that once the financial reports are updated, Steve Gibson should circulate them as soon as possible. Steve Gibson agreed to email the Board.

4. Operations

Frank LaTorre welcomed Jeremy Curran of Block By Block, and reported on the Clean and Safety Teams' daily schedules. Depending on the day, team members may spend the morning removing litter, and the afternoon on special projects, such as pressure-washing the RIPTA bus stops.

Mr. LaTorre also mentioned a scheduled meeting with Bernard Lebby, the City traffic engineer, focusing on the signs and pedestrian-crossing signals that are covered with stickers. He also will meet with Doug Still, the City's new forester, and Alix Ogden, Superintendent of the City Parks Department to create a plan of action. In a separate meeting, John Nickelson, Public Works, mentioned three potential pools of money for sidewalk improvement, much of which is earmarked for downtown. The Board wants to play

an advocacy role to make sure that the downtown funds actually stay downtown. If we dedicate funds to that effort, our contribution may leverage another \$5 million.

Joshua Miller noted that the Board has not made a financial commitment to marketing, and he asked them to reconsider. Dan Baudouin added that The Providence Foundation, through special grants, has a marketing budget for DID marketing and retail recruitment and promotion. Some additional requests for funding are pending. Stanley Weiss reminded the Board that they created a nuts-and-bolts budget, focusing on clean and safe operations in the first year. It was agreed that a committee will meet and discuss.

Relating to operations, Dan Baudouin explained that he is working closely with the City police and Garry Bliss from the Mayor's office to create a comprehensive solution to problems caused by late-night activity. Currently, both state and city police are on duty near the nightclubs.

Block By Block Report

According to Jeremy Curran, the Clean Team has focused on graffiti removal, weed abatement, mulching, painting, and replacement of tree grates. The majority of weed abatement work is complete, and Team members will now focus on the perimeter of the district and areas that have grown back. This effort has made a noticeable difference.

Team members have placed 87 cubic yards of mulch around trees downtown and have painted the tree protectors black. In many cases, the grates have been removed, cleaned, painted, and rebuilt. Weed abatement paper is also placed on the ground before the grates are replaced. Steve Gibson suggested that the next DID newsletter should include an article focusing on this project. The DID has also cleaned, scraped, sanded and repainted vents and electrical boxes that were heavily covered in graffiti. No chemicals were used.

Graffiti Removal

The DID has used the pressure washer and sand blaster to remove graffiti on the upper floors near the Red Fez at Peck/Orange Streets. Ninety work orders have already been completed, and team members have also removed stickers, handbills, and spray paint. The next project will be the Narragansett Electric Building near 195, using a 60-foot lift for the second and third stories.

The standard procedure covers the ground floor of buildings, but if property owners pay for the lift, the Clean Team has agreed to remove graffiti on the second and third stories. The cost for lift rental is estimated to be \$1100 for a week, with an additional \$85 each time it moves to a new location. Two owners—Trinity and Narragansett Electric—have already committed to donating money for the rental of the lift. In order to proceed, Block By Block has already indemnified the DID. The electric company is not responsible if a worker is

injured, and they have not asked to be indemnified.

Maria Ruggieri suggested that we add the DID logo to the lift during graffiti removal, to identify that the DID is responsible for the work. Otherwise, a cautionary A-frame sign identifying the “DID at work” would draw attention to our efforts. The Board directed Frank LaTorre to purchase the A-frame signs.

Frank Zammarelli is planning to complete a detailed street inventory once he finishes mulching and replacing tree grates. Once all the painting is done, the only work remaining should be routine daily maintenance and city activities.

Miscellaneous

The Providence Redevelopment Authority is finally maintaining the Fogarty Building. Questions have been raised about responsibility for maintaining the fountain in the park by Beneficent Church. Christopher Placco requested an email about this issue.

Diana Burdett mentioned that the Providence Intown Churches Association is hosting an eight-week lunchtime music series, beginning in two weeks.

5. Operations Committee Report

The city has provided a matrix, identifying three main deficient areas:

1. Lack of weekend services

2. Parcel 12, Fogarty Public Safety Complex

3. Burnside Park and Kennedy Plaza

The Operations Committee will now meet with the Mayor and give accolades for improvements, but will also ask the City to reallocate resources. The scope of services must clearly identify that the city will remove trash and take it to the landfill. The number of trash containers should also be addressed, and the DID should identify how many it needs. The cost for new receptacles is estimated to range from \$20,000--\$40,000. The Board will consider approaching artists at The Steel Yard about producing the trash cans.

The DID should also identify the best solution for the sidewalks. Joshua Miller suggested that Groundwork Providence has already completed a great deal of research about what works downtown. Since more than 900 requests for sidewalk repair have been made throughout the city, Bob Gagliardi expressed his concern about funds being diverted elsewhere. Dan Baudouin mentioned that the state has a consultant for ADA compliance, and the city has an engineer for its circulation project. Rather than providing money for sidewalk specs, he suggested that DID staff members should serve as project coordinators and advocates.

Bob Gagliardi welcomed greater participation in the committee. Joe DiBattista recommended that the DID should work with the School Dept. to teach children about litter control and civic pride.

6. Marketing

The marketing committee will create a wish list before the next Board meeting, identifying special projects that require additional funds.

7. Adjournment

There being no other business, upon motion made by Director Granoff and seconded by Director Weiss, the Board voted unanimously to adjourn at 10:45 a.m.

Respectfully submitted,

Joelle Crane

Program Manager